POS 3. CLASSIFICATIO	United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Atlanta, GA		2. POSITION NUMBER (b) (6)			
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Allocation	Official Allocation ENUIRONMENTAL ENGINE		45	0819 1	3	001		
4. Supervisor's	Environmental Engineer	SUIDECK			3			
Recommendation	Environmental Engineer		03	"	J			
	AL TITLE OF POSITION (if any)	6. NAME OF	EMPLOYEE	(b) (6)				
7. ORGANIZATION (Give complete organizational breakdown)		e Grants an	e. Grants and Infrastructure Section					
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. U.S. ENVIRON	MENTAL PROTECTION AGENCY	f.	f.					
b. Region 4		g.	g.					
С.		h. Employin	g Office Location					
Water Protection	Division		Atlanta, GA					
Grants and Drir	king Water Protection Branch	i. Organizati	on Code	COOP	H			
B. SUPERVISORY			100	$-\nu p \varphi$	φ	****		
[2] Supervisor	or Manager. Position requires the exercion of the General Schedule Supervisory G	ise of supervisory or managerial uide (GSSG) or similar standards	responsibilities that m for minimum supervi	eet, at least, the mi sory responsibility	inimum req / specified i	uirements n other		
position clas	sification standards.							
	Position meets the definition of Supervise	or in 5.U.S.C. 7103(a)(10), but d	oes not meet the minir	num requirements	for applica	tion of the		
GSSG.	nt Official. Position meets the definition of	of Management Official in 5 U.S.	C. 7103(a)(11) but de	es not meet the G	SSG defini	tion of		
Supervisor/N	Manager or the definition of Supervisor in	5.U.S.C. 7103(a)(10).						
☐ I6I Lead Positi	on leads a team performing one-grade inte	erval work and meets the minimum	m requirements for ap	plication of Part I	of the Wor	k Leader		
	ation Guide (WLGEG) or is under a wage	system and meets similar minim	um requirements as sp	ecified by those jo	ob standard	s or other		
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WLGEG.	er. Position leads a team performing two-	grade interval work and incess in	e iminimum requireme	na for application	or t until o			
	ositions. Position does not meet any of the	e above definitions. This is a no	n-supervisor/non-man	gerial position.				
	CERTIFICATION I certify that this is				s organizatio	nal		
elationships and that nformation is to be us	the position is necessary to carry out government sed for statutory purposes relating to appointment	ntal functions for which I am respons	ible. The certification is	made with the know	ledge that the	is		
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i. I ypeu ivanie ai	d Thie of minietiate Supervisor		ance and thic or been	and Developer.				

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EPA Form 3150-1 (Rev 8/2009) Previous Versions are Obsolete 15 1402368

WTTS: 60870

Environmental Engineer, GS-0819-13

I. Introduction

Serves as the Special Appropriations Act Project (SAAP) Coordinator for major wastewater treatment, water treatment and nonpoint source construction projects as senior project engineer and project officer with responsibility for professional engineering oversight including review of plans and specifications of construction of facilities funded (or to be funded) by federal grants pursuant to various special appropriations acts, the Clean Water Act and/or the Safe Drinking Water Act. This position is located in the Grants and Infrastructure Section, in the Grants and Drinking Water Protection Branch, of the Water Protection Division.

II. Major Duties

Communicates with grantees, colleagues, agency management and other contacts outside the agency to gain information for funding construction projects pursuant to EPA guidance and regulations, including environmental reviews. Reviews and/or provides technical assistance to engineers in review of applications for construction in order to determine compliance with EPA policies and requirements from an engineering standpoint, adequacy of proposed project for the control of pollution, reasonableness of estimated cost of the type of work involved, and attainment of the environmental objectives as established by the facility plan or preliminary engineering report. On the basis of study and consultation as necessary, prepares reports on the review of applications and recommends appropriate action.

Reviews adequacy of preliminary facilities design including design flow, design loadings, unit process design, etc.

Reviews and provides technical assistance to other engineers in review of engineering proposals and construction plans, and determines adequacy of design for treatment to be provided. Ensures specifications adequately reflect and support construction plan and adequate provisions and safeguards for protecting the environment are included. Prepares letters for modifications to or approval of plans and specifications.

Reviews or coordinates review of contract change orders, plans or operation, sewer use ordinances, engineering procurement actions, compliance with federal crosscutters.

Confers with state and municipal officials, consulting engineers, and Corps of Engineers concerning errors, omissions, or deviations.

Monitors progress of projects after grant has been made and prepares correspondence and/or conducts conferences to clarify and resolve engineering and other matters that arise.

Oversees the construction of facilities, structures, or landscapes by way of on site inspections

or oversight of inspection by contractor or State. Performs inspection of facilities. Recommends approval or disapproval of final payments. Where Section 205g and SRF State/EPA administration grants are in force, determine adequacy of State or contractor submissions regarding engineering requirements. Resolves discrepancies with state/contractor counterpart. Conducts and formally reports on overview of state/contractor performance.

Monitors the Region 4 SAAP grants and earmarks in such a way that relevant statutes, regulations, and policies are followed and documented. Represents the Region on the SAAP Coordinator national workgroup and other workgroups and is called upon to support HQ initiatives.

Provides a periodic assessment of the effectiveness of the SAAP program in Region 4 and conducts QA/QC checks of information in the SAAP-related databases.

Provides "funds control" functions for SAAP-related funds to include preparing requests for reprogramming and/or recertifying funds.

Develops new or regional guideline based on regulations, guidance or technical developments. Coordinates training for grantees and States.

Prepares briefing documents and report on project activities. Presents briefings on regional policies to interested groups (engineers, municipal officials, state officials, congressional officials). Keeps management and headquarters apprised of status of projects. Interacts with congressional offices as appropriate.

Acts as project officer for SAAP grants.

Provides professional advice to peers, subordinates or non-professional administrators or managers. Serves as technical authority, providing expert advice pertaining to activity plans, specifications and cost estimates.

Provides professional oversight and/or project management for construction.

Review projects for exceptions to the required match through review of user costs. Recommends to Headquarters exceptions where appropriate.

Develops compliance schedulers for NPDES permits on municipal discharges and assures schedules in grants are compatible.

Serves as principle contact with the Office of the Inspector General on earmark grant audits and other issues. Resolves technical deficiencies resulting from Inspector General investigations.

Performs other related duties as assigned. Occasional travel is required.

Factor 1-8 KNOWLEDGE REQUIRED BY THE POSITION 1550

Points

Mastery of specialty areas in environmental engineering sufficient to apply new developments and theories to critical and novel problems; extend and modify approaches, precedents, and methods to solve a variety of scientific technical problems with unprecedented aspects; and make decisions or recommendations that significantly affect the content, interpretation, or development of major policies or programs concerning critical or major scientific technical issues. The position requires a mastery of applicable environmental statutes and regulations.

Knowledge of advanced professional engineering concepts, principles, and practice to assess, approve or disapproved plans and designs for construction or wastewater treatment facilities, drinking water facilities and nonpoint source projects.

Knowledge and skills necessary to develop, revise and maintain regional standards and technical guides dealing with review of plans and designs.

Knowledge and skills necessary to coordinate team efforts in review of plans and designs by other divisional employees.

Ability to assess the impact of a proposed facility/construction on public safety, ecology, and environmental involving matters directly related to welfare and protection of natural resources.

Knowledge and skills necessary to identify project impacts on the environmental which would require the project to be elevated to an Environmental Impact Statement.

Skill in technical report writing.

Knowledge of related disciplines such as hydrology, electrical, mechanical, and civil engineering, forestry, biology, archeology, accounting, and law. Working knowledge of related state laws and rules in which the incumbent works.

Knowledge of construction inspection requirements.

Knowledge of grant regulations as they apply to construction, including but not limited to MBE/WBE, procurement and closeout.

Factor 2-4 SUPERVISORY CONTROLS 450 Points

The supervisor establishes overall objectives and resources available. The supervisor and engineer jointly develop projects, priorities and deadlines. The engineer independently plans and carries out assignments, interprets policy, coordinates work with

others, resolves most of the conflicts that arise, and keeps the supervisor informed of farreaching implications. Completed work is reviewed from an overall standpoint in terms of feasibility, and effectiveness in meeting requirements.

Factor 3-4 GUIDELINES 450 Points

Technical, regulatory, and policy guidelines are often broad and nonspecific. The engineer is required to use resourcefulness and perception based on experienced judgment, to adapt or interpret general guidelines; to deviate from or extend traditional practices, methods, and techniques; or to resolve situations where precedents are not available or not applicable.

Factor 4-5 COMPLEXITY 325 Points

Assignments are of such breadth, diversity, and intensity that they involve many varied and complex features, and typically contain a combination of complex features that involve serious or difficult to resolve conflicts between engineering/scientific and management requirements.

Factor 5-4 SCOPE AND EFFECT 225 Points

The work includes the resolution of a broad range of critical or highly unusual engineering/scientific problems, development of innovative approaches or guides, or the determination of the effectiveness and validity of proposed or current policies and programs. The engineer serves as an expert advisor and consultant to officials and managers within or outside the agency on a broad range of engineering/scientific activities and broad policy issues.

Factor 6-3 PERSONAL CONTACTS 60 Points

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state and local government, private industry, academia, environmental advocacy groups, and in some cases the media and elected officials.

Factor 7-3 PURPOSE OF CONTRACTS 120 Points

The purpose of contacts is to influence or negotiate with others who may be skeptical or uncooperative or whose interests differ from those of the program represented. Issues to be resolved are sensitive or controversial.

Factor 8-1 PHYSICAL DEMANDS 5 Points

The work is primarily sedentary, although some physical effort may be required, e.g.,

walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

Factor 9-2 WORK ENVIRONMENT 20Points

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated. There may be occasional exposure to moderate risks or discomforts in storage areas or hazardous waste sites. Travel is required.

Total: 3205

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employees time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

			Percentage of Time Spent on Extramural Resources Management		
Name	(b) (6)		This position has no extramural resources		
			management responsibilities.		
Position Number (b) (6)			Total extramural resources management duties		
			occupy less than 25% of time.		
Envi	ronmental Engineer		-> 44		
Title Envi	Tommerital Engineer	V	Total extramural resources management duties		
			occupy 25% to 50% of time. These duties are		
			indicated below and described in the position description.		
Series/Grade GS-0819-13					
			Total extramural resources management duties		
			occupy more than 50% of time. These duties are indicated below and described in the position description.		
Supervisor's Personnel S	pecialist's Signature	upm	u Date 8/3/2015		
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Part 1. Contra	acts Management Duties				
Part 1. Contra	acts Management Duties		Monitors management and performance of		
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Part 2. Grants/Cooperative Agreements Duties	Advises Grants Management Office of potential
	problems/issues
Pre-application/Application:	Participates in decisions/actions to ensure
Prepares solicitation for proposals	successful project completion and in decisions to
Identifies potential grantees for area of program	impose sanctions
emphasis	✓ Approves payments requests or ACH drawdowns
Makes initial determinations (whether project is	Reviews requests for modifications, additional
procurement or assistance, whether agency has	funding, etc., and makes recommendations to
legal authority, whether applicant is eligible,	Grants Management Office
wheather funding is available, etc.)	✓ Negotiates amendments
Provides administrative information to applicants	Reviews Cost/Price/Analysis for recipient
Determines appropriateness of applicant's	contracts/change orders (Superfund only)
workplan/activities/budget and compliance with	When necessary, recommends termination of the
regulations and juidelines and negotiates changes	areement
with applicant	✓ Resolves with Grants Management Office
Assists applicant in resolving issues in application	administrative and financial issues
For cooperative agreement, determines substantial	Conducts periodic reviews to ensure compliance
Federal involvement and develops a condition for	with agreement
agreement	Other (list)
Negotiates level of funding	
Conducts site visits to evaluate program capability	Close-out;
Serves as resource to Selection Panel	✓ Certifies deliverables were satisfactory and timely
Informs applicants of funding decisions	✓ Provides assistance to recipients and Grants
Other (list)	Management Office to ensure timely close-out
Other (libt)	Reconciles payment with work performed
Award:	✓ Notifies recipient of close-out requirements
✓ Prepares funding package, including Decision	Obtains legal assistance if necessary to resolve
Memorandum	incomplete close-out
✓ Obtains concurrences/approvals	If project is audited, responds to issues and ensures
Reviews/concurs in completed document	recipient complies with audit recommendations
Establishes project file	Other (list)
Other (list)	
	Percentage of Time Spent on Grants/Cooperative
Project Management/Administration:	Agreements Management
Monitors recipient's activities and progress	
Reviews reports and deliverables and notifies	45 %
recipient of comments	
✓ Provides technical assistance to recipients	
Part 3. Interagency Agreements Duties	
Pre-Agreement:	Monitors cost management and overall technical
Plans and negotiates work effort	performance
Estimates costs	Participates in decisions about project
Obtains funding commitments	modification/termination
Prepares commitment notice	Conducts periodic review of Superfund State
Writes or reviews scope of work	Contracts payments receipts (Superfund only)
Responds to pre-agreement inquiries	Inspects and accepts deliverables
Participates in pre-agreement conferences	Other (list)
Coordinates with appropriate staff in developing	
Independent Government Cost Estimates (IGEs)	Close-out:
Negotiates and ensures execution of Superfund	Reviews final report
State Contracts (Superfund only)	Decides on disbursement of equipment
Performs technical evaluation of work plan and	Reconciles payments with work performed
budget	Reviews Superfund State Contracts to ensure full
Prepares funding package and obtains necessary	reimbursement (Superfund only)
concurrences	Certifies deliverables
Other (list)	Resolves close-out issues with Grants Management
	Office/other agency
	Other (list)
Project Management/Administration:	
Reviews progress reports/financial reports	Percentage of Time Spent on Interagency Agreements Management:
	%
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